

Kealakehe High School

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5 Week Student Attendance Timecard

Absence and/or Tardy

Week 1

Unexcused Absence(s) _____ Tardy(ies) _____ reason/excuse _____

Week 2

Unexcused Absence(s) _____ Tardy(ies) _____ reason/excuse _____

Week 3

Unexcused Absence(s) _____ Tardy(ies) _____ reason/excuse _____

Week 4

Unexcused Absence(s) _____ Tardy(ies) _____ reason/excuse _____

Week 5

Unexcused Absence(s) _____ Tardy(ies) _____ reason/excuse _____

Reflection on 5 week timecard

Based on the 5 Week Grade scale, explain how you earned your grade? _____

How will you raise or maintain your grade for the 3rd Quarter mark? _____

5 Week Grade Scale

A - no unexcused absences or tardies, always ready-to work, with all signatures

B - one or two unexcused absences or tardies, always ready-to work, with all signatures

C - three or four unexcused absences or tardies, mostly ready-to work, with most signatures

I and F - five or more unexcused absences or tardies, seldom ready-to work, with missing signatures

Signatures

Student

print name _____ signature _____ date _____

Parent/Guardian

print name _____ signature _____ date _____

Teacher

print name _____ signature _____ date _____